

March 23, 2012

To: Executive Board

Subject: **Reorganization of Management Services Contract Staff**

Recommendation

Consider amending the contract with Veolia Transportation to revise staffing within the Safety and Security Department and Planning Department, and, if approved, authorize the Chair to execute a corresponding amendment to the management services contract upon approval by General Counsel.

Analysis

Veolia Transportation provides management services to Foothill Transit. Attachment A is a letter from Ken Westbrook, President and Chief Operating Officer for Veolia Transportation. Mr. Westbrook's letter describes several proposed changes to the staffing and responsibilities of Foothill Transit's Safety and Security Department under the Veolia contract.

Specifically, it proposes to add the position of Safety and Security Project Manager and remove one funded but unfilled full-time Safety and Security Officer position as well as two part-time Safety and Security Officer positions. It also proposes one addition to the Planning Department staff to specifically address FTA Title VI and Civil Rights compliance reporting as well as overall system planning needs.

These staffing changes will implement direction given by the Executive Board at the February strategic planning workshop.

Financial Impact

The proposed changes will not result in any changes to the management services fee and, accordingly, will not have any budget impact.

Sincerely,



Darold Pieper
General Counsel



March 12, 2012

Carol Herrera, Chair
Foothill Transit
100 So. Vincent Ave., Suite 200
West Covina, CA 91790

Re: Proposed Staffing Reorganization

Dear Chair Herrera:

Over the years, Foothill Transit's approach to safety and security has evolved. Initially, safety and security issues were addressed by the members of our operations team in coordination with local law enforcement agencies. Following the tragic events of September 11, 2001, a more robust approach was adopted and a Safety and Security department was established. Based on the current operating environment and resources, we are recommending a further evolution of the safety and security function.

Over the past few months, our management team at Foothill Transit has been exploring the best utilization and appropriate deployment of resources within the Agency's Safety and Security Department. As part of this process a careful assessment of the Department's mission and the role that its staff fulfills on a day-to-day basis has been conducted. The outcome of this effort is a variety of recommendations to re-scope the Department's mission and staffing.

We propose the following organizational changes to the Safety and Security team:

- **Safety and Security Project Manager** – New position. This person would be a senior member of the management team and would report directly to the Director of Safety and Security. The essential duties for this position will include: Federal and State Homeland Security grant program management; National Transit Database Safety and Security reporting and monitoring; FTA Substance Abuse Management program reporting and monitoring; representing the Director of Safety and Security at meetings and events in his absence; administrative support of the Department.
- **Two Full-time Safety and Security Officers** – Existing positions. These positions would be re-crafted to take the officers out of the field and performing uniformed security patrol services. Instead, these officers will take on the duties of monitoring the Operations and Maintenance contract compliance with safety and security focused provisions, data collection, SBS Surveillance System operation, addressing special problems, providing security services at special events, and incident investigation. Currently three officer



positions are funded. Only two are currently filled. One of these positions would be eliminated as part of this proposal.

- **Two Part-time Safety and Security Officers** – These positions will be eliminated.

We believe that this approach will allow us to better leverage existing resources to address safety and security issues within the system.

In the area of system planning, we are recommending that you add an additional Planner/Analyst position to address overall system planning needs, and most particularly Federal Transit Administration Title VI and Civil Rights compliance. Recently, the FTA has clarified its requirements for Title VI compliance. This includes additional analysis, documentation and public outreach for all service and fare adjustments to ensure there are no adverse civil rights impacts. Additional staffing is needed to address these requirements.

In terms of budget impact, the proposed changes can be made with no increase to the management services contract. As these changes have no budget impact, we propose to implement the changes upon your approval.

Thank you for your consideration. If you have any questions, please contact me at (630) 382-1120.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Westbrook", followed by a long horizontal line.

Kenneth P. Westbrook
President and Chief Operating Officer
Veolia Transportation Services, Inc.

cc: D. Pieper
D. Barnes